

Rosie Prier

Rosemary (Rosie) Prier

Title: Director of Operations

Education: Institution and Location

Bachelors of Science, Consumer Science
Edgecliff College of Xavier University,
Cincinnati, OH

Degree

BS

Year Completed

1981

Professional Experience:

Elizabeth's New Life Center: Director of Operations - June 2002 to Present.

Elizabeth's New Life Center: Assistant to the Director - September 1997 to June 2002.

Elizabeth's New Life Center: Administrative Assistant - March 1995 to September 1997.

Cintas Corporation: Administrative Assistant - May 1981 to December 1983.

Director of Operations responsibilities:

Supervisory Relationship

Reports to: Executive Director

Supervises: Medical Office Manager, Finance Manager, Bookkeeper, Boutique Manager and Abstinence Educators.

Administration

Supervises all financial and operational activities. Supervises all prenatal and material services.

Supervises all Youth Development Grant activities.

Staff Supervision

Hires new staff when vacant positions are available. Terminates staff when necessary. Provides professional leadership to staff. Conducts all probationary and annual evaluations for staff members under her supervision.

Youth Development Education

Is the **Regional Coordinator** of the Title V – Ohio Adolescent Health Centers Grant as a sub-contractor. Represents the Center in third party contractual agreements. Supervises In-School Presenters and oversees all youth development department activities. Monitors project contracts and activities. Assists in grant writing and supervises grant reporting.

Marketing and Public Relations

Represents ENLC to community agencies and the media. Oversees online marketing decisions. Participates in efforts with affiliated organizations; assists in the training of other centers.

Financial

Assists in preparation of annual budget. Provides approval of purchases within budgetary constraints. Supervises personnel and payroll policies and implementation.

Client Services

Sets a tone of compassion, acceptance, and availability to client needs as a model for staff and volunteers. Makes decisions with input of Director of Women's Centers, Medical Office Manager and Boutique Coordinator regarding changes to patient/client material assistance services.

Operations Keeps the buildings and premises up to code and in appropriate condition for the rendering of all services.